

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ENGINEER**

**FLSA STATUS:**

Exempt

**CLASS SUMMARY:**

The Engineer is the first level in a three level Engineering series. Incumbents are responsible for serving as an expert and performing routine to increasingly complex plan review and design work.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Engineer is distinguished from the Professional Engineer, which is a State-licensed engineer responsible for engineering related projects.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	Designs, draws, prepares, and/or reviews a variety of engineering or code related plans, specifications and permits in assigned area of responsibility	Daily 60%
2.	Participates in assigned activities which, depending on assignment, may include: reviewing plans; monitoring construction contracts; responding to technical project inquiries; initiating payments within established guidelines; monitoring project budgets; monitoring conformance with project timelines and fiscal constraints; and/or, performing other related activities.	Daily 15%
3.	Prepares and maintains a variety of records, files, reports, and/or other related information related to operational activities for the division	Daily 10%
4.	Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues; gathers and analyzes data in order to respond to complaints from citizens; makes recommendations for solutions.	Daily 5%
5.	Creates, updates, and maintains numerous reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information.	Weekly 5%
6.	Participates in a variety of meetings, committees, and/or task forces to provide technical advice and information based on assigned area of responsibility and based on analysis, review, and critique of development projects and plans.	Weekly 5%

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ENGINEER**

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>
7.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Bachelor's Degree in Engineering
- Or
- EIT Certificate
- Or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

**Knowledge** (position requirements at entry):

Knowledge of:

- Principles, policies, practices and operations in assigned area of responsibility
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Customer service policies, principles and practices
- Project management principles and practices

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### ENGINEER

---

#### **Skills** (position requirements at entry):

Skill in:

- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Comprehending and interpreting, engineering and architectural plans
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Using computers and applicable software applications
- Preparing financial, technical, and administrative reports
- Analyzing evaluating the relevance and importance of theories, concepts, and principles
- Managing projects
- Providing customer services
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008